

Job details

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Bulletin Number	18540BR
Type of Recruitment	Departmental Promotional Opportunity
Department	Mental Health
Position Title	SENIOR INFORMATION SYSTEMS ANALYST
Additional Title	SENIOR INFORMATION SYSTEMS ANALYST-DATA MANAGEMENT & BUSINESS INTELLIGENCE
Exam Number	22593R
Filing Type	Standard
Filing Start Date	05/08/2013
Filing End Date	05/21/2013
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	6198.45
Salary Maximum	8129.36
Position/Program Information	Under direction performs specialized information systems analysis and provides the appropriate level of technical skills and experience to be able to successfully integrate and manage the various information sources, provide interfacing programs to allow users to accurately report on client status and cost, and work with technology personnel in other departments to ensure that documentation across departments is consistently reported.
Essential Job Functions	<ul style="list-style-type: none"> • Designs, builds, maintains, and deploys reports for the AB 109 Program, integrating multiple data sources and formats using Microsoft Access, IBM Cognos Business, and SAPCrystal Reports. • Develops Cognos Business Intelligence Cubes and Dashboards for the AB109 Program. • Confers and collaborates with Program staff, Financial Analysts, Department Administrators, and Revenue Management personnel to determine the desired outcomes for reports requests from AB109. • Participates in the complex assignments using multiple data sources and requiring information systems analysis, documentation of user requirements and internal and external systems specifications, system design, planning and execution of test and implementation of large, highly complex systems specific to the needs of the AB 109 program. • Ensures functional and technical systems requirements are fully documented at all times and provide education and guidance to the program staff in the use of systems in order to support the program's research and evaluation endeavors. • Analyzes and develops strategies to streamline and support AB109 Program Processes. • Documents report AB109 Program processes and procedures. • Coordinates the implementation of complex information systems to enable program staff to effectively conduct program evaluation activities and monitor financial expenditures. • Creates simple to complex queries involving self joins, correlated sub-queries, and XML techniques for diverse AB109 Program business requirements. Tunes and optimize queries by altering database design, analyzing different query options, and indexing

strategies.

- Ensures the optimal implementation and testing of the information systems in order to increase the effectiveness of research and performance monitoring staff and to coordinate data sharing with lead departments to the extent allowed by HIPAA.
- Analyzes the business requirements and systematically designed a database for Los Angeles County. Employ best practices in creating a complete schema including tables, relationships, stored procedures, views, clustered and non-clustered indexes and triggers, and implements the importation and exportation of data using Microsoft SQL Server Integration Services.
- Participates in the development of management procedures and quality standards for the information system.

Requirements **Restricted to permanent employees of Department of Mental Health**

Selection Requirements:

Two (2) years of paid experience at the level of Los Angeles County's class of Information Systems Analyst II*, one (1) year of which must have been working with relational databases performing analysis, design, and support of complex systems.

Physical Class **Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Experience writing Requests for Proposals and Statement of Work for projects.
- Experience with report writing tools, SAP Crystal Reports and IBM Cognos Business Intelligence.
- Demonstrated experience supporting AB109 reporting.
- Graduation from an accredited** college or university with Master's Degree in Information Systems or Business Administration or a closely related field.
- Strong interpersonal, verbal, and written communication abilities.

Special Requirement Information *In the County of Los Angeles, Information Systems Analyst II is defined as, under general supervision, defines and analyzes requirements and business functions, designs functional systems specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems.

**Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Degree(s) must indicate the specialized field in order to be evaluated. Candidates whose educational degree(s) do not show the specialty must provide a written statement from their university/college indicating the educational specialty on the university's letterhead. **A copy of your degree or written statement from the Registrar's office must be submitted AT THE TIME OF FILING.**

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is

qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.

Withhold Information : Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**Examination
Content**

This examination will consist of two parts:

Part I: An evaluation of training and experience based on application information and Desirable Qualifications weighted 50%.

Part II: An Appraisal of Promotability weighted 50% designed to measure knowledge and skills, verbal and written communication skills, adaptability and dependability, interpersonal and public relations, and problem solving and decision making abilities.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.

**Special
Information**

Past and present mental health clients and family members are encouraged to apply.

While the positions in the Chief Information Office Bureau normally work during regular County daytime business hours, appointees may be required to work any shift, including evenings, nights, holidays or weekends.

**Vacancy
Information**

The eligible list resulting from this examination will be used to fill a vacancy in the area of Chief Information Office Bureau, Data Management & Business Intelligence, located at 695 S. Vermont Ave., Los Angeles, CA 90005.

**Eligibility
Information**

The names of candidates receiving a passing grade in this examination will be placed on the eligible list in the order of their score group for a period of six (6) months following the date of promulgation.

Available Shift

Any

**Job Opportunity
Information**

Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.

**Application and
Filing
Information**

APPLICATIONS FORM MUST BE FILED ON-LINE ONLY.
APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, EMAIL, FAX OR IN PERSON.

Fill out your **application and Supplemental Application Form** completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification. We may reject your application at any time during the selection process.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the link above or below this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application and supplemental application form by 5:00 pm, PST, on the last day of filing.

Click on the link below to access the Supplemental Application Form:

http://file.lacounty.gov/dhr/ehr/cms1_194284.doc

Applicants must complete and submit their applications, upload required documents (e.g. Supplemental Application Form, Diploma, Transcripts, Training Certificates, Resume and/or additional examination related documents, etc.) as attachment(s) at the time of filing. Note: If you are unable to attach the required documents, you may fax them to (213) 637-5892 within five (5) business days of on-line filing. Please include examination number and examination title.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.

The acceptance of your application depends on whether you have clearly shown that you meet the REQUIREMENTS . Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name

Celia Yeung

Department Contact Phone

(213) 738-4634

Department Contact Email

cyeung@dmh.lacounty.gov

ADA Coordinator

(213) 738-2823

Phone

Teletype Phone (800) 735-2922

California Relay Services Phone (800) 735-2922

Job Field Information Technology

Job Type Professional

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